

Paraprofessional Job Description

TITLE: Paraprofessional

QUALIFICATIONS: Illinois State Certification ~ (30+ hours of college education or successful completion of approved paraprofessional training test)

REPORTS TO: Director of Special Education or his/her designee and supervising teacher.

FUNCTION: To provide direct supportive services to special education programs, students and teachers.

RESPONSIBILITIES

A. Professional Responsibilities

1. Meets accepted standards of professional behavior.
2. The paraprofessional exhibits professionalism and commitment through punctuality and attendance.
3. Observes and follows all KCSEC policies and procedures.

B. Classroom and Behavior management Assistance

1. Assists with strategies for maintaining orderly classroom behavior on an individual and group basis.
2. Takes all necessary and reasonable precautions to protect student, equipment, materials, and facilities.

C. Relationships with Students, Parents, and Staff

1. Works with teacher to establish and maintain open and positive lines of communication with students, other staff, and parents concerning academics, language, and behavior.
2. Establishes and maintains cooperative relations with other staff members.
3. Assists the teacher/administration/Cooperative in upholding and enforcing school rules and policies.

D. Other duties as assigned by the Director or his/her designee, Coordinators, or teacher.

EVALUATION: Annually by the Director, Assistant Director, Coordinator and/or teacher.